


TEXARKANA POLICE DEPARTMENT

GENERAL ORDERS MANUAL

SUBJECT	Management of Agency Owned Property		
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APPROVED BY		ALEAP Standards	1.10; 1.12; 7.26; 7.27

I. Purpose and Scope

- A. The purpose of this policy is to establish the Texarkana Police Department’s procedures for maintaining accountability of Department owned property. Department property shall include real property, installed property, general equipment, vehicles, ammunition and expendable property.

II. Policy

- A. It is the policy of the Texarkana Police Department to maintain a system of accountability for its real property, all equipment, vehicles, ammunition and expendable property. The Texarkana Police Department will employ appropriate measures in an effort to ensure that its equipment remains well maintained and in a state of operational readiness. All members of the Agency shall recognize and adhere to the guidelines set forth within this policy.

III. Inventory Procedures ALEAP 1.10

- A. In accordance with the purchasing and acquisition guidelines established by rules, regulations, ordinances and laws as they relate to the Texarkana Police Department, the City of Texarkana Arkansas and Arkansas law, Division and Unit commanders are empowered—after receiving approval from the Chief of Police—to purchase/acquire equipment and other assets for use by the Texarkana Police Department.
- B. Responsibility for monitoring and maintaining the Department’s inventory of Agency owned property is assigned to each Division Commander or their designee.
- C. At least annually, each Division Commander shall conduct a physical inventory of those items assigned to his/her respective division. The results of these annual inventories shall be forwarded to the Services Division Commander. A copy of the original inventory will be retained by the appropriate Division Commander.
 - 1. Items that must be inventoried include all agency owned firearms, radios, vehicles and all other capital property or equipment valued in excess of \$5,000.
- D. At least annually—or more often as deemed appropriate by the Chief of Police—the Chief of Police shall direct the Services Division Commander to conduct an internal physical inventory of all fixed assets owned and/or managed by the Texarkana Police Department. The results of the inventory will

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be reconciled against the Department's fixed asset inventory log maintained in the Quartermaster's office.

1. Items that must be inventoried include all agency owned firearms, radios, vehicles and all other capital property or equipment valued in excess of \$5,000.
- E. Should a discrepancy become apparent within the inventory/fixed asset log, it shall be the responsibility of the appropriate Division Commander to prepare a detailed internal memorandum documenting the discrepancy and send the memorandum to the Chief of Police.

IV. Asset Tracking Procedures

- A. For asset inventory purposes, the Department's Quartermaster will be the central receiving point when property is delivered to the Texarkana Police Department. Fixed asset forms will be completed and asset numbers affixed to the property prior to the dissemination of the property to the respective Division.
- B. Generally, the inventory asset numbers should be used to identify only those "fixed assets" that are owned, leased or acquired by the Texarkana Arkansas Police Department. Generally, fixed assets should have a planned period of usage whenever the equipment is either classified for long term use or the equipment valued at \$500 or greater.
1. Items of a consumable nature—such as ammunition, paper and ink—are not considered "fixed assets".
 2. Although not inclusive, the following is a list of the equipment that shall be deemed a fixed asset, and accordingly, assigned an inventory asset control number:
 - a. Electronic equipment that includes:
 - (1) With the exception of disposable cameras, cameras and all related camera equipment;
 - (2) Electronic surveillance equipment;
 - (3) Computer equipment, to include monitors, CPU machine desktops, CPU machine laptops, scanners, printers and related equipment; and
 - (4) Televisions, video tape recorders and projectors.
 - b. Office equipment that includes:
 - (1) Copy machines;
 - (2) Fax machines; and
 - (3) Shredders.
 - c. Miscellaneous equipment that includes:
 - (1) Any equipment used for testing or diagnostic analysis; and
 - (2) Any other equipment designated as a fixed asset by the Chief of Police.
- C. Due to the construction characteristics of certain pieces of equipment, there are times when affixing an asset inventory number is either impractical or impossible. Examples of such include firearms, flashlights and protective vests. When managing such equipment, the appropriate inventory,

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accountability and control lists shall be maintained by those responsible for issuing the particular piece of equipment. Although not inclusive, those responsible for these lists shall include the Central Supply Technician, Division Commanders and Personnel and Training Section,

D. Due to the impractical or impossible nature of attaching fixed asset control numbers, much of the Department's owned/managed equipment is maintained and controlled by methods other than the fixed asset control labels. Most of these items are tracked by the manufacturer's serial number, an assigned radio identifier or other methods which are unique to the particular piece of equipment. Although not inclusive, the following is a list of these types of equipment and the method by which they are controlled and inventoried:

1. Mobile and portable radios, which are inventoried and controlled by an assigned radio identifier, as well as fixed asset control labels ;
2. Mobile data radio modems, which are inventoried and controlled by an assigned modem identifier, as well as fixed asset control labels;
3. Emergency vehicle equipment—such as light bars and siren controls—which are inventoried and controlled by the manufacturer's serial number; and
4. Firearms—such as handguns, shotguns, rifles and specialty weapons—which are inventoried and controlled by the manufacturer's serial number.

E. Procedures for Transferring and Disposing Fixed Assets

1. In preparation for the disposal of a fixed asset that has been assigned with a fixed asset control label or those fixed assets assigned a unique inventory control number, the Central Supply Technician shall complete a fixed asset disposition form endorsed by the Services Division Commander authorizing the disposal of the equipment.
2. The item's disposal shall be witnessed, and the witness shall endorse the asset disposition form in the appropriate location. Once complete, the form shall be forwarded to the Services Division Commander, and the disposed equipment will be removed from the Department's active inventory list. The Services Division Commander will maintain a file dedicated to the disposal of Department equipment that includes information unique to each equipment disposition.

V. Distribution of Agency Owned Property

A. Division Commanders or their designee shall be responsible for the issuance and distribution of approved Department property to authorized users assigned to their command. Division Commanders are also responsible for the maintenance of all records relative to that distribution. Initial issue of all Departmental approved property shall be accomplished during the orientation process of the newly appointed member. The items issued shall be fully documented by the issuing authority.

B. Texarkana Police Uniforms and related equipment shall be issued and controlled in the following manner:

1. All newly appointed sworn personnel will be issued uniforms and related equipment from the inventory located in Central Supply, provided such item is in stock at the time of issue. All issued items shall be clean and in serviceable condition at the time of the item's issue. Should sufficient items of reissue not be immediately available, those items that are in stock will be issued and additional items will be ordered, provided the combined total of items does not exceed the maximum allowable allocation listed within this section of the policy.

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2. The following is an inventory/allocation list associated with uniforms and related equipment. Whether issued to new members of the Agency—or reissued to Department members—the maximum allotment shall not exceed that which is listed.

- a. Navy dress uniform pants four (4) pair each
- b. Navy dress shirts (long sleeved) four (4) shirts each
- c. Navy dress shirts (short sleeved) four (4) shirts each
- d. 511 Tactical Class D shirt (short sleeved) two (2) shirts each
- e. 511 Tactical Class D shirt (long sleeved shirt) two (2) shirts each
- f. 511 Tactical Class D pants two (2) pair each
- g. Class A navy dress tie one (1) each
- h. Class A Uniform dress hat w/ cover one (1) each
- i. Texarkana Police Credential w/ holder one (1) each
- j. Electronic proximity card (veri-card) one (1) each
- k. Metal police badge, shirt (silver or gold) two (2) each
- l. Metal police badge, belt one (1) each
- m. Metal name plate, shirt (silver or gold) two (2) each
- n. Collar insignia, T.A.P, rank (silver, gold) two (2) each
- o. Black leather duty belt (basket weave design) one (1) each
- p. Black leather duty holster (basket weave design) one (1) each
- q. Glock Model 22 w/ three magazines one (1) each
- r. Glock Model 27 w/ two magazines one (1) each
- s. Black leather magazine holder (basket weave design) one (1) each
- t. Black plastic holster, tactical (Glock Model 27) one (1) each
- u. Duty ammunition (Glock Models 27 & 22) 100 (one-hundred) rounds
- v. Portable radio charger and belt carrier one (1) each
- w. Black leather handcuff case (basket weave design) one (1) each
- x. Black leather belt keepers (silver or gold) four (4) each
- y. Black leather flashlight ring one (1) each
- z. Duty flashlight, SL-20/20X w/ charger (AC & DC) one (1) each

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- aa. Black leather chemical spray carrier ^(basket weave design) one (1) each
 - bb. Top Cop chemical spray ^(ALS Technologies) one (1) each
 - cc. Collapsible metal baton one (1) each
 - dd. Black leather metal baton holder ^(basket weave design) one (1) each
 - ee. Portable radio w/ holder and extra battery ^(Motorola XTS 5000) one (1) each
 - ff. Soft body armor w/ carrier one (1) each
 - gg. Black nylon duty belt ^(for wear with Class D Uniform) one (1) each
 - hh. Black nylon holster ^(for wear with Class D Uniform) one (1) each
 - ii. Black nylon baton holder ^(for wear with Class D Uniform) one (1) each
 - jj. Black nylon handcuff case ^(for wear with Class D Uniform) one (1) each
 - kk. Black nylon magazine pouch ^(for wear with Class D Uniform) one (1) each
 - ll. Black nylon belt keepers ^(for wear with Class D Uniform) one (1) each
 - mm. Black nylon chemical spray carrier ^(for wear with Class D Uniform) one (1) each
 - nn. Riot helmet one (1) each
 - oo. Raincoat one (1) each
 - pp. Duty bag one (1) each
 - qq. Traffic safety vest one (1) each
 - rr. Motorola XTS 5000 shoulder mic one (1) each
3. Some sworn officers in specialized positions may be issued additional equipment by their supervisor.
4. **Surrender of Department Property**
- a. Upon separation or termination from the Texarkana Police Department, all officers and civilians shall be required to surrender all Department property in their possession. Failure to return non-expendable items shall cause the affected member of the Department to reimburse the Department for the fair market value of the equipment not returned.
 - b. The Texarkana Police Department reserves the right to pursue prosecution for theft of property in the event Department equipment is not returned to the Agency.
5. Personal use of Department owned equipment is prohibited unless such use is approved by the Department member's supervisor. In no event will Department owned equipment be utilized for personal gain or outside employment.

VI. Maintenance of Department Owned Property

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- A. It shall be the responsibility of the respective Division Commanders or their designees to ensure Department property is maintained in a state of operational readiness and in sufficient quantity to meet the operational requirements of the Texarkana Police Department. Division Commanders have the responsibility to regularly inspect the Department equipment within their Division to ensure the equipment is properly maintained.
- B. Each Division Commander will maintain a list of Special Use Equipment. The equipment, including vehicles used for special assignments will have a formal documented readiness inspection twice a year.
- C. Maintaining operational readiness of equipment shall include the following:
 - 1. Care and cleaning;
 - 2. Preventative maintenance;
 - 3. Repair;
 - 4. Serviceability; and
 - 5. Availability.

D. Department Buildings and Fixtures

- 1. Members of the Texarkana Police Department shall not mar, mark or deface any surface in any Department building or facility. No material or article may be affixed to any wall within any Department building or facility without approval from the appropriate supervisor.
- 2. Members of the Texarkana Police Department shall not sit at any desk with his/her feet elevated on the desk's surface, nor shall any member stand with one foot placed against the surface of any wall in a manner that may cause damage to the wall's surface.

D. Fleet Vehicle Maintenance

- 1. Division Commanders are accountable for the fleet maintenance of those vehicles assigned to their Division. In addition to following maintenance schedules, all members of the Texarkana Police Department assigned to operate an Agency owned vehicle shall ensure the vehicle placed within their possession is kept clean and orderly at all times. All fleet vehicles will be maintained and detailed to present a professional image.
- 2. **Patrol Division**
 - a. The Texarkana Police Department maintains a vehicle maintenance schedule that ensures every vehicle assigned to the Uniform Patrol Division undergoes a monthly service check. This includes oil and oil filter changes as well as lubrication every 3,000 miles. In accordance with this schedule, transmission fluid and transmission filters will be changed every 25,000 miles on each vehicle assigned to the Uniform Patrol Division.
 - b. As part of the maintenance schedule, officers assigned to Alpha and Bravo squads shall take their assigned unit to Fleet Maintenance—located at 1000 Jefferson Avenue—on a daily basis where the unit will undergo a check of all fluids as well tire pressure checks.
 - c. Officers assigned to the Uniform Patrol Division shall completely check their assigned patrol unit at the beginning of their daily tour of duty. This check shall include an inventory of all assigned equipment within the unit, a visual check for damage and cleanliness as well as a check of the proper fluid levels within the vehicle. Should an officer discover a deficiency, the officer shall report this deficiency to his/her supervisor immediately before the unit is

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placed into service for the day. Officers shall also document the deficiency on their activity sheet.

- d. When the deficiency requires a repair or further inspection, the officer assigned to the unit shall complete and submit a maintenance request form that properly documents the deficiency.

3. **Criminal Investigation Division and Services Division**

- a. The Texarkana Police Department has a vehicle maintenance schedule requiring unmarked units receive service every 3 months or 4,000 miles, whichever comes first. This includes oil and oil filter changes as well as lubrication. In accordance with this schedule, transmission fluid and transmission filters will be changed every 25,000 miles.
- b. During daily routine maintenance, unmarked vehicles shall be taken to Fleet Maintenance—located at 1000 Jefferson Avenue—where the unit will undergo a check of all fluids as well tire pressure checks.
- c. Those personnel who have been assigned a take-home vehicle shall be solely responsible for the unit and completely accountable for ensuring all of the proper maintenance checks are conducted at the proper intervals. This includes the care of the equipment assigned to the unit.

VII. Utilization of Marked Patrol Units

- A. Unless a police unit is undergoing maintenance or being transported for scheduled maintenance, all members of the Agency who are operating marked police units shall clearly be identified as police officers while in operation of a marked patrol unit.
- B. Members of the Agency who are scheduled for training classes, court appearances, investigations or any other function that requires travel outside of the immediate jurisdiction of the Department shall utilize an unmarked vehicle unless the assignment dictates otherwise.
 - 1. Radar certification classes, funerals or high risk prisoner transports are exceptions to this requirement.
 - 2. Approval for out-of-town travel within a marked patrol unit must originate from the Uniform Patrol Division Commander or the Chief of Police.
- C. Officers who have been assigned a take-home marked patrol unit—or officers who are engaged in special assignments while operating a marked patrol unit—will be clearly identified as a police officer while in operation of a marked patrol unit.

VIII. Department Managed Pool and Support Vehicles

- A. This section of the policy establishes procedures for the use of those vehicles which have been classified and designated as fleet pool and/or support vehicles. This section institutes guidelines that will facilitate the proper tracking and management of pool and support vehicles whenever they are utilized by a specific Division, Officer, Detective or Civilian employee. Employees of the Department shall not deviate from this policy unless approved by a Division Commander.
- B. Those Department vehicles which have been designated as fleet pool and support vehicles have been assigned permanent parking assignments at facilities operated by the Agency. Some of these classified vehicles have been permanently assigned to the EOC, and some of these classified vehicles have been permanently assigned to the main covered parking awning located on the main parking lot across from the Union Pacific rail yard.

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1. When not in actual use, all fleet pool and support vehicles shall be parked in their assigned parking space. When returned following their use, the Officer, Detective or Civilian employee shall return the vehicle to its designated parking location at the designated facility.
- C. The keys to each of the pool and support fleet vehicles will be secured in a locked key box located within a designated area and situated beside a dry-erase check-out board. The locked key box and the sign-out board associated with those vehicles assigned to the EOC will be located within the EOC. All of the keys will be appropriately tagged in a manner that allows for their immediate identification by all personnel.
1. Supervisors will be provided access to both key boxes. All personnel utilizing a pool or support vehicle will check-out the vehicle by acknowledging the receipt of the vehicle on the dry-erase board. The dry-erase board will contain the following information for each unit:
 - a. The key number of the respective vehicle;
 - b. The date the vehicle was signed-out; and
 - c. The name of the Officer, Detective or Civilian employee responsible for the vehicle.
 2. The Officer, Detective or Civilian employee responsible for the vehicle shall complete an entry within the Unit Check-Out Log located within each respective vehicle. The person responsible for the vehicle shall ensure the date, their name/signature, the vehicle's beginning/ending mileage and the vehicle's condition are recorded on the form; in addition, the employee shall notate the check of the vehicle's fluid levels on the form. It shall remain the responsibility of the Department employee assigned to the fleet pool or support vehicle to ensure the vehicle is properly fueled and cleaned after it is used.
 3. When the employee is finished utilizing the fleet pool vehicle, the employee shall return the vehicle to its assigned location and designated parking spot. The vehicle's keys will be returned to the key box, and the employee shall note any discrepancies surrounding the vehicle on the dry-erase board.

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